

Assistant Project Manager

Tuakana Construction | Sway, Lymington, Hampshire

A first project role with responsibility from the start. You will coordinate live sites, hold subcontractors to the programme and see bespoke homes finished because you kept them moving.

The Role

You will work alongside our project management team to plan, coordinate and deliver projects from pre construction through to completion. The role is based at our Sway, Lymington office with regular site visits. You will report to your Project Manager..

What You Will Do

- Coordinate day to day site activity and track progress against the programme
- Manage subcontractors, suppliers and the design team to keep works on schedule
- Identify delays and risks early and report them before they bite
- Raise and track RFIs and keep drawings and project records current
- Obtain quotes and place orders
- Attend site and progress meetings, then produce the minutes and chase the actions
- Support health and safety compliance on site
- Deal directly with clients and the professional team

Your First Twelve Months

We will not leave you to work out what good looks like. This is what we expect the first year to look like.

- Months 1 to 3. Learn our sites, systems and subcontractors. Shadow the project manager, run the minutes and own the Project Hub.
- Months 4 to 6. Produce short term programmes and coordinate trades across a section of works.
- Months 7 to 12. Hold day to day responsibility for a project, with support alongside you.

What We Are Looking For

Essential

- Organised, with your own system for tracking what you have been asked to do
- Attention to detail. Missed information on site, costs days
- Clear written and verbal communication, with trades on site as well as clients
- Confident in Microsoft Office
- Able to hold your ground with a subcontractor politely and follow up until the work is done
- Full UK driving licence and use of a vehicle. Travel between sites and the office is a daily part of the job
- Either some experience in construction, site management or a related role, or a relevant qualification or placement

Helpful, but we will teach you

- HNC, HND or degree in construction management, held or in progress
- CSCS card, SSSTS or SMSTS

- Experience of programming software such as Asta or Microsoft Project
- Site experience of any kind

What We Offer

- Salary of £30,000 to £35,000 depending on experience
- 30 days holiday, including bank holidays
- Full study support towards a relevant qualification, including course fees and day release, once you are in post
- A clear route to Project Manager as you take on more
- A fun yet professional team dedicated to successful projects
- Direct access to the director and the wider team. Small firm, no layers to work through
- Workplace pension
- Work on bespoke homes and buildings you will be able to point at years from now

Being Straight with You

We are a small team, so you will be given work before you feel completely ready for it. The pace is quick and priorities change during the day. If you want a job where every task arrives fully formed, this is not it. If you want to be trusted early and learn fast, it is.

About Tuakana Construction

Tuakana Construction has a reputation for delivering quality high end residential projects for discerning clients. Bespoke contemporary new builds, heritage refurbishments, passivhaus detailing and commercial projects, all delivered with the same quality first mind set. We are a CIOB Company Member and our work is won on reputation and repeat recommendation. That sets the standard we hold ourselves to and the standard we expect from everyone who joins.

Role Details

Hours	42.5 hours per week
Working pattern	Monday to Friday, 7:30am to 4:30pm
Location	Office based at The Old Dairy, Silver Street, Sway, Lymington, Hampshire, SO41 6DG, with travel to project sites
Contract	Full time, permanent
Salary	£30,000 to £35,000 per annum, depending on experience
Essential requirement	Full UK driving licence and use of a vehicle
Reports to	Commercial Manager

How to Apply

Send your CV and a covering note to info@tuakana.co.uk, with "Assistant Project Manager" in the subject line.

In your covering note, answer this in no more than 200 words. Describe a project, a job or a piece of study where something went wrong or ran late. What happened, and what would you do differently?

We read the covering note before the CV. Applications without an answer will not be shortlisted.